Prentifix Software User Manual

Version 6.0

Prentifix

CREATE YOUR OWN LEGEND

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General

Prentifix software is an easy-to-use photo publishing application that can be used for digitally creating photo books to be printed and bound, as well as various other creative products such as photo calendars, posters and gift cards.

Using the Prentifix software application you can design your own album or calendar by filling in photos, inserting text, selecting page backgrounds, setting frames, masks and clip art, and applying various effects to your photographs.

The User Manual contains the following sections:

1. Installation

2. Creating a new album order

3. Album editing and design

4. Ordering process

5. Changing and removing albums

6. Useful tips

7. FAQ's

1. Installation

Prentifix software may be installed on Windows 2000, Windows XP and Windows Vista operating systems. It is recommended for the screen resolution to be set to either 1024x768 or 1280x1024.

To install the software, double-click on the setup file and follow the instructions on the screen. When the installation is finished, the application will perform a few more operations (which may take a few minutes) to complete the setup.

For first time use of the Prentifix software application you will need to enter the user ID number assigned to you by your supplier. For subsequent use, the application can be accessed from the shortcut icon on your desktop.

2. Creating a new album order

Creating a new album is done by using the New Album Wizard. The wizard enables you to create a basic album in 4 simple steps. To start the wizard, select 'New Album' from the first screen displayed after running the Prentifix software. Moving from one step to the next is done by clicking on the ➡ button on the top of the wizard screen. Moving to the previous step of the wizard is done by clicking on the ⬅ button. By moving the mouse over the ➡ button a tool tip appears describing the selection you need to perform in the current step.

Important Note:

The wizard helps you create a new basic album by automating some of the tasks, although you can change any selection made from the wizard later from the main editing screen.

New Album Wizard Steps:

1. Album name and album type selection

Fill in the album name in the 'Album Name' field in the top. To select an album type, first select the album group, then click on the album type you want to use. After selecting an album type you may view the album details and price on the right hand side of the screen. You may also select a specific cover for this album type.
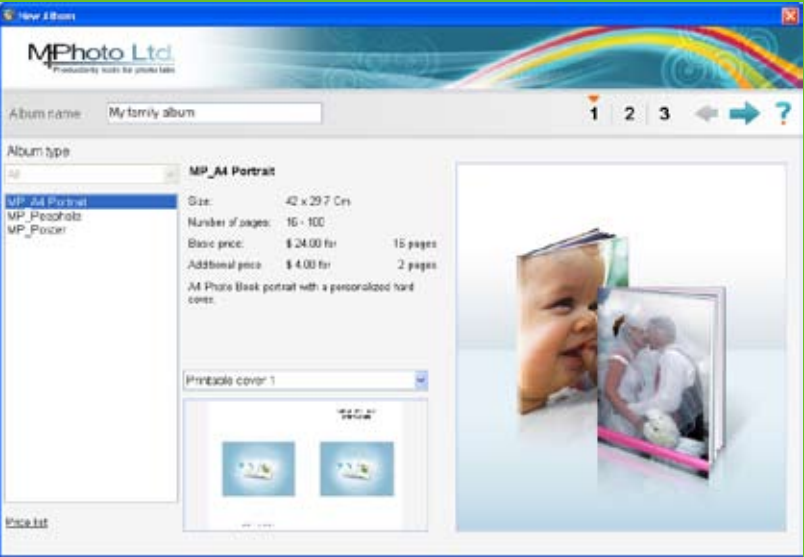
2. Photo selection

To select pictures for your album, select the required folder on the left hand side of the screen, select the photos in the middle section of the screen and click on the ⟫ button to move them to the 'Selected Area' on the right hand side. You may select multiple photos by clicking the left mouse button on a photo and holding the 'Ctrl' key at the same time, or by clicking on the first photo and then clicking on the last photo while holding down the 'Shift' key. You may also select all the photos in the folder at once by clicking on the 'Select all' button. If you wish to select photos from multiple folders you can select a different folder after moving the desired pictures to the selected area and repeat the move process; or you can add pictures later on while editing your album.

Note: The Zoom buttons enable you to increase (🔍) or decrease (🔍) the size of the picture thumbnails.
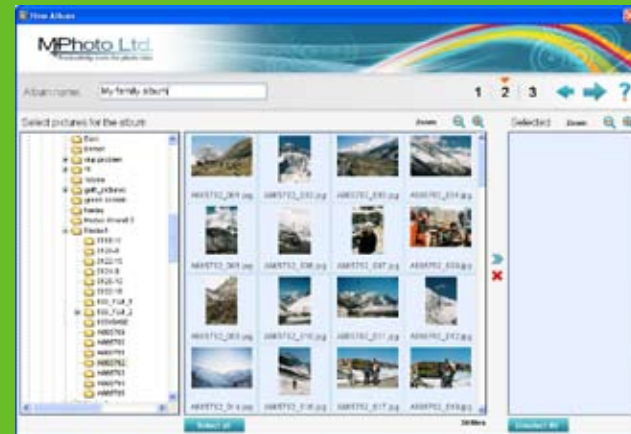
3. Initial page design

Select your desired layout from one of the following options:

> a. 'Sample album design' - you may select one of the sample albums provided by your supplier within the software application.

> b. 'Album I designed' – you may select one of your previously created albums.

> c. 'Page design (adjust pictures to design)' – you may select a page layout that will determine the basic layout for all the new pages in the album.

> d. 'Page design (show whole picture)' – you may select a page layout that will determine the basic layout for all the new pages in the album. Your pictures are filled to fit the image place holders on the page in such a way that the whole picture is displayed.

Choose whether you want the system to "Auto fill images in pages" according to the initial design you selected, or whether you prefer to manually fill in the photos during the 'album editing' step.

You may change the "Desired number of pages" as you wish. The system will however recommend a suitable number of pages based on the number of selected photos and the page design you selected, although you may select any number of pages from the displayed options.
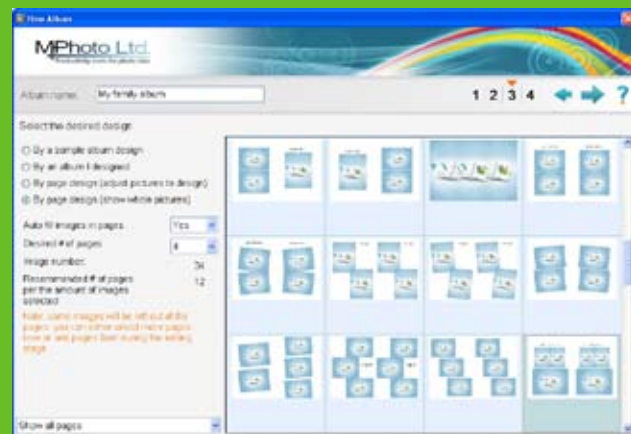

It is recommended to use a sample album for your initial layout in order to save design time and reach a professional result. If you selected 'Sample album' or 'Album I designed' for your initial design, this step is the last step in the wizard process. Alternatively, the wizard will have one more step.

4. Background selection

The backgrounds are organised in group folders. You may select a specific group and select a background picture out of the background list.

As an alternative, the list of background groups includes a list of solid background colours. You may also select the 'Custom colours' folder which will open a new screen from which you may select a new colour.
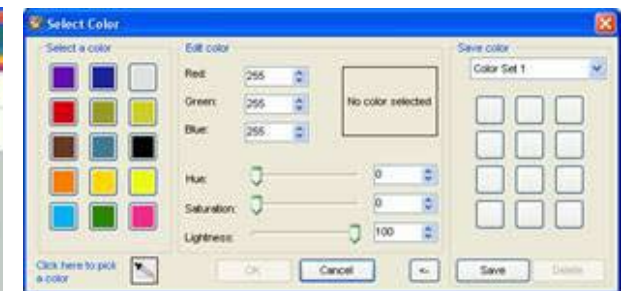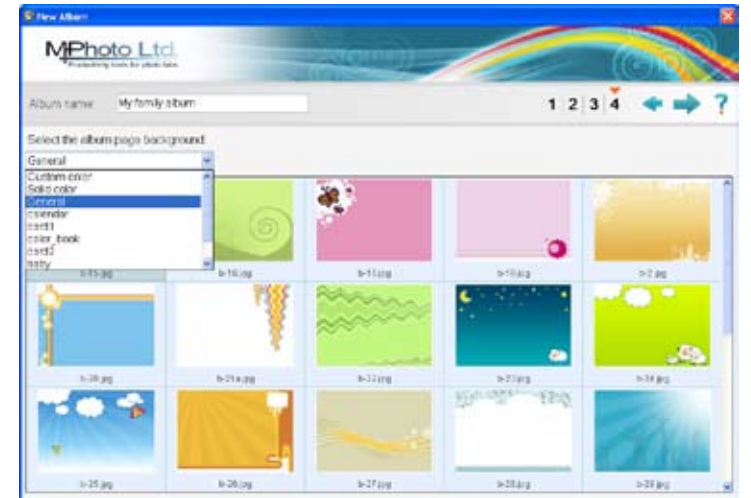
After clicking on the → button at the end of the wizard process, the system will create your basic album according to the selections you have made. This operation may take a while depending on the number of photos and pages selected for the album. When the album is ready, it will open on the main editing screen: the photos will be displayed in the photos list (on the right hand side of the screen); the list of pages will be displayed at the bottom of the screen, and the selected page in the center. Now you are ready to flip through the pages and begin designing your pages one by one.

3. Album editing and design

Main screen – edit and design your album:

From the main screen you can edit and design the album pages by filling in pictures and placing them on the page, selecting backgrounds, setting frames, masks or effects on your photos, adding clip-art and text, adding/removing pages or changing the page order. You may also rotate, fill, crop and arrange your photos on the album pages. You may wish to work in more detail - this can be done by zooming in on the album page, or by changing the working space size. In addition you may also use the advanced design mode for "fine tuning" your album design.

In the menu section you will find a short summary of all available operations.

The screen is composed of the following parts:

1. Working space (center) – the page you are now editing, including 'Page & General design' buttons.

2. Toolbox (left) – contains tools for editing and design.

3. Pages (bottom) – thumbnail samples of the album pages.

4. Photos (right) – all the photos already in the album as well as those which are not filled in yet.

5. General buttons (top) – managing buttons such as 'New', 'Open' and 'Order' buttons.
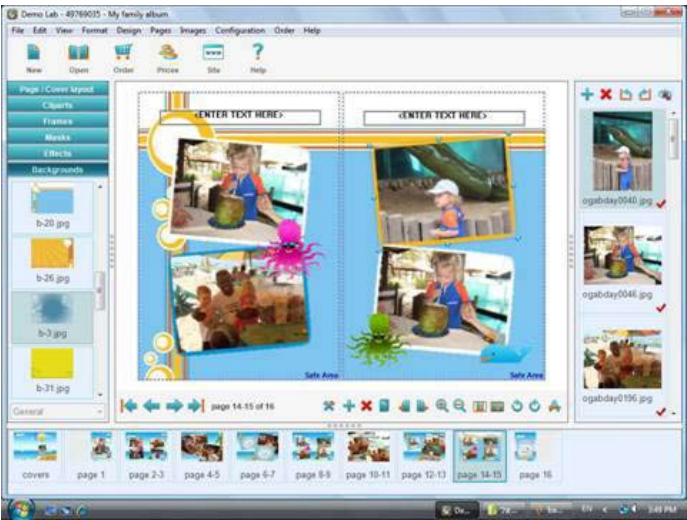
General buttons

The general buttons on the top of the screen are:

New – Opens the 'New album wizard' to create a new album order.

Open – Opens the 'Open album screen'. Use it to open, delete or rename an album order.

Order – Opens the 'Order wizard' to complete the album order.

Prices – Displays pricing information.

Site – Links to the Prentifix web site.

Help – Displays the help file.

Changing the working space

To change the sizes of the different sections on your screen, you can move the 3 window splitters on the edges of the working space. Double clicking on the left splitter will hide the Toolbox, double clicking on the right splitter will hide the photo list, and double clicking on the bottom splitter will hide the pages list. Double clicking again on a splitter will unhide the hidden section.

Flipping through your pages

Editing is done on the page displayed in the working area of the screen, except for a few operations that alter all the pages in the album at the same time. To change or view a page, click on the required page sample in the page list at the bottom of the screen. To flip between your pages you may click on the flipping buttons (previous, next, first, last) on the 'Page & General design' buttons panel. the working space. Double clicking on the left splitter will hide the Toolbox, double clicking on the right splitter will hide the photo list, and double clicking on the bottom splitter will hide the pages list. Double clicking again on a splitter will unhide the hidden section.

Rotate photos (90 degrees)

You can rotate your pictures in the photo list by right-clicking on the photo and selecting 'Rotate right' or 'Rotate left'. You may also select the image on the page and use the ('Rotate Left') button or ('Rotate Right') button on the 'Page & General design' buttons panel. It is recommended to rotate your photos before filling them in the album.

Fill, crop and arrange photos

Filling in photos is done by dragging the photo from the photo list onto the working page. Releasing the mouse when the cursor is over an empty placeholder will fill the placeholder with the dragged photo. Releasing the mouse when the cursor is over an empty space on the page will add the photo on the space where the mouse was released.

Photos that are filled in the album are marked with a special sign (see left photo below). Right-clicking on a filled-in photo will display the list of pages where the photo has also been placed.

By default, the photos are cropped to fit the space inside the placeholder. It is recommended that portrait photos are dragged to portrait placeholders and landscape photos to landscape placeholders in order to minimize the cropping of the photo. Alternatively, you may also select the photo and click on the ('Fit') button on the 'Page & General design' buttons panel. The photo will then view without cropping inside the placeholder, although the photo may also appear slightly smaller. To return to the default, click on the ('Fill') button on the 'Page & General design' buttons. You may select the manner in which the photo will be cropped by double-clicking on a photo and dragging the cropping frame until you reach the optimal result. If you wish to crop the photo even further, you can resize the cropping frame by clicking on one of its borders or corners and dragging it to the required size.

Quality warning:

On occasion, when filling in a photo, a warning sign will appear on the border of the picture. This warning indicates that the quality of the photo may not be high enough for printing purposes. It is recommended that the photo be made smaller until the warning sign disappears (best quality) or slightly bigger than this size (if it is required for your page layout design).

A red flag warning sign indicates that the picture quality is significantly lower than recommended for printing purposes - the image therefore needs to be reduced considerably in size or replaced with another image.

If you wish to change the picture location, size or number (on the page) you may use the pre-defined page layouts, or alter the layout manually. To use pre-defined page layouts click on 'Page / Cover layout' toolbox, select the preferred number of pictures from the list menu at the bottom of the list and drag the required layout to the working space.

Note: when designing the cover, first or last pages, the pre-defined page layouts are different from those displayed for standard inner pages.

To manually change the location of a picture you may drag it (by left clicking on the picture, moving the mouse and releasing it over the new location). You can place a picture so that it partially covers another picture or place it partially outside of the page border to create a more 'interesting' design.

To change the size of a picture click on the picture border and drag the mouse until it is the required size. You can maintain the original picture proportions by pressing the 'Shift' key while dragging.

In order to apply a slight rotation to a picture, right-click on the picture and select 'Rotate | A bit to the right' (or 'a bit to the left').

In order to flip a picture, right-click on the picture and select Flip | 'Horizontally' or 'Vertically'.

You can use the following editing tools to arrange your pictures (and text) in relation to each other:

Align pictures to another picture location: first select the picture you want the other pictures to be aligned to, then select the other pictures (click on them with the 'Ctrl' key pressed down). Right-click on one of the selected pictures and select the required item under the 'Align' menu (left / right / center / top / bottom / middle alignment).

Make same size: first select the picture you wish to set as the size for the other pictures, and then select the other pictures (click on them with the 'Ctrl' key pressed down), Right-click on one of the pictures and select the required item under the 'Same size' menu (height / width / both).
Evenly space pictures: select the pictures you wish to space, right-click on one of the pictures and select the required item under the 'Spacing' menu (no spacing / equal spacing, horizontally or vertically).

Center in page: select the picture(s) you wish to center in the page, right-click on one of the pictures and select the required item under the 'Center in page' menu (center vertically or horizontally).
Change the order of pictures overlapping one another: select the picture you wish to change by right clicking on it and select the required item under the 'Ordering' menu (bring to front / send to back / bring forwards, send backwards).

At any stage you may cancel the last operation of dragging, resizing or filling in a picture by selecting 'Edit | Undo' from the main menu. To delete a picture from the page, select it and press the 'Delete' key.

Editing near the edge of the page (Safe area)

A dotted line (see example below) appears near the edge of the page: this indicates that the area between the dotted line and the edge of the page might either be cut off or folded (according to the specific album finishing).It is therefore recommended to refrain from placing important elements in this area (also called 'safe area').

Text design and placement

To edit your text, double-click on the text box on the page and enter the new text in the text editing dialog box that will appear. In addition to the standard text options you may also select A_A ('Automatic font size') which will allow you to change the size of the text by changing the size of the text box. By clicking on the 'Preview' button you can preview the text changes without closing the text editing dialog box. When you have finished editing the text, click 'OK'.

If you wish to add text where there is no text box, right-click on an empty space on the page and select 'Add text' or click on the A ('Add text') button on the 'Page & General design' buttons panel and then click on the page. The text editing dialog box will appear. After entering your text and clicking 'OK', the text will be added to the page at the location where you clicked the mouse. You may change the size and location of the text box by dragging it in the same manner as changing the size and location of photos.

Special fonts:

The system supports a limited selection of fonts. If a font does not appear in the list of fonts, even though the font is installed on your computer, it means that your supplier and/or the printer does not support this font.
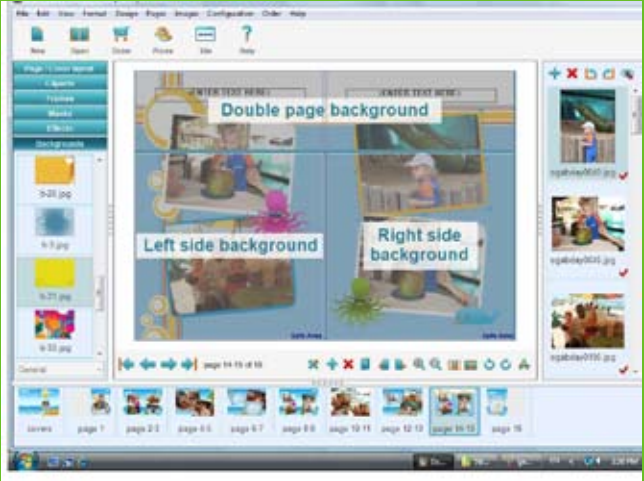
Backgrounds

In order to change the background of your current page select 'Backgrounds' from the toolbox menu, select the preferred backgrounds group from the drop-list and drag the background you wish to use to the working space. When working in a double-page view, dragging the background to the 'Left side background' area will apply the background to the left page and accordingly to the right page or to both pages. If you wish to set a solid color background that does not appear in the 'Solid colors' group, select the 'Custom color' from the backgrounds group, select the background area (Left, Right or Double page) and define the color using the tools from the 'Select color' window that appears.

In order to have the same design for different album pages, you may copy a page background from one page to another by right-clicking on the background you wish to copy and selecting 'Copy background', then moving to the page you wish to change, right-clicking on an empty space and selecting 'Paste background'. To change the background for all the pages in the album simultaneously, select 'Paste background on all pages' instead of 'Paste background'.

If you wish to have a solid white background, right-click on the background and select 'Reset'.

Advanced options for backgrounds:

1. You may select one of the photos in the album to be used as a background. To do that, drag the selected photo to the desired page and release the mouse button when the cursor is over one of the page borders. Releasing the mouse button over the right border will set the picture as a background for the right page (and accordingly for the left page). Releasing the mouse button over the top or bottom border will set the picture as a background for the double page spread. Alternatively, you can select a picture on the page, right-click on it and select 'Image size | Set as page background'.

2. You may assign a level of opacity to the background picture by right-clicking on the background and selecting the 'Set Opacity' option – this will open the Opacity tool. The opacity is changed by dragging the slider to the required opacity level. You may also set a tint for the background by selecting the 'Color' button near the slider. The result will immediately be displayed on the page (before clicking on the 'Close' button) but it may take a few seconds to refresh. After reaching the desired result click on the 'Close' button.

3. You may also use the 'Crop' tool to crop the background image. Right-click on the background image and select 'Crop image' to open the crop dialog box.

4. You may flip a background by right-clicking on a background and selecting 'Flip | horizontally (or vertically)'.

Quality warning:
On occasion when selecting a picture as a background, a warning sign (yellow flag) will appear on the border of the page. This means that the background photo quality might not be good enough for printing purposes. It is recommended to select another background picture.If the flag is red, as it implies that the background quality is definitely not good enough.

Frames

Frames are graphic elements that surround a photo like 'actual' photo frames. To apply a frame to a photo, select 'Frames' from the toolbox and drag the required frame to the photo.

The second option from the list of frames is 'solid color frame' – this sets border with equal width around the photo. You may select the width and color of the border in the dialog box that appears after you have finished dragging the frame:


To remove a frame from a picture, right-click on it and select 'Remove frame', or drag the 'Without frame' tool from the 'Frames' toolbox (the first option from the list of frames) to the picture. If you wish to copy a frame from one picture to another, right-click on the picture with the frame you wish to copy and select 'Copy'. Then right-click on the other picture and select 'Paste special | frame'. At any stage you may cancel your last operation by selecting 'Edit | Undo' from the main menu.

Masks

Masks determine which part of the photo will be displayed visibly and how the photo will integrate with the background. To apply a mask on a photo, select 'Masks' from the toolbox and drag the required mask onto the photo.
To remove a mask from a picture, right-click on it and select 'Remove mask', or drag the 'Without mask' item from the Masks toolbox (the first option from the list of masks) onto the picture.
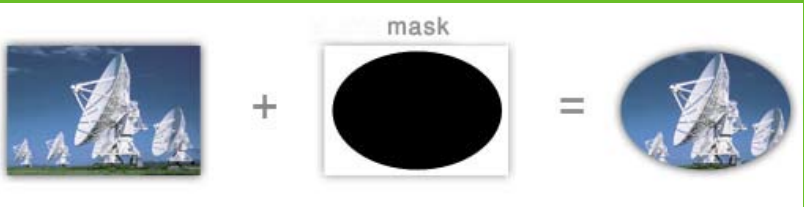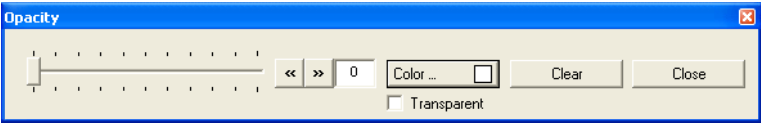

If you want to copy a mask from one picture to another, right-click on the picture with the mask you wish to copy and select 'Copy'. Then right-click on the new picture and select 'Paste special | mask'. At any stage you may cancel your last operation by selecting 'Edit | Undo' from the main menu.

Effects

Effects are used to alter the picture colour, and also its level of contrast and brightness. To apply an effect to a picture, select 'Effects' from the toolbox, select 'Color effects' from the drop-down menu and drag the required effect onto the photo.

A special effect is further available which you may use to dynamically set the colouring (or tinting) as well as the transparency level of a picture. To use this tool, select the required photo, select 'Special effects' from the drop-down menu and drag the 'Opacity' item onto the picture. From the displayed opacity tool select the transparency level by moving the slider and the tint by clicking on the 'Color' button. Check the 'transparent' button/check box to integrate the photo with the background. The result is displayed immediately on the page (before clicking on the 'Close' button) although it may take a few seconds to refresh. After reaching the desired result click on the 'Close' button.


To remove an effect from a picture, right-click on it and select 'Remove effect', or drag the 'Without color effect' tool from the 'Effects' toolbox (the first option from the list of effects). If you wish to copy an effect from one picture to another, right-click on the picture with the effect you wish to copy and select 'Copy', then right-click on the other picture and select 'Paste special | effect'. At any stage you may cancel your last operation by selecting 'Edit | Undo' from the main menu.

Clip-art

To add a clip-art item select 'Clip-art' from the toolbox and drag the required clip-art onto the page.

If you have your own clip-art file that you wish to add to the page, select the 'Design | Clip-arts | add clip-art from file' item from the main menu and select the required clip-art file. When you click on 'OK' the clip-art will be added to the selected page. You can now drag the clip-art and place it where you wish.
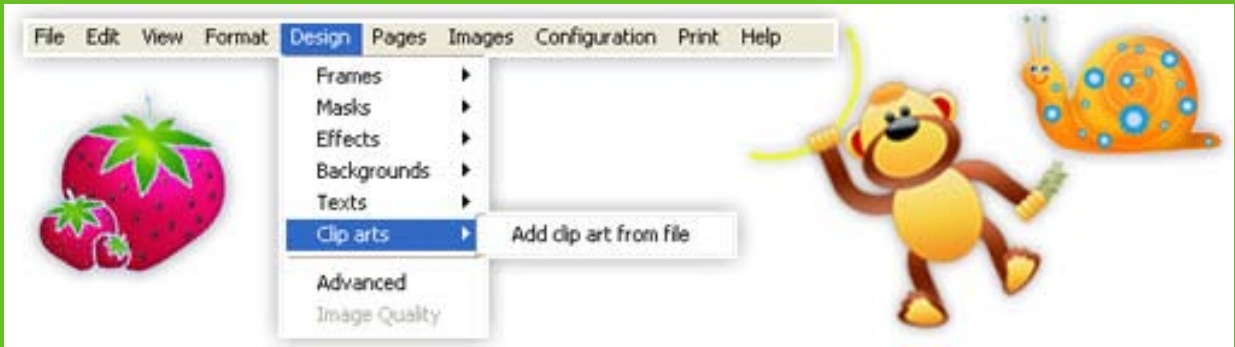
You can flip a clip-art item by right-clicking on it and selecting 'Flip | horizontally' (or vertically).

You may also copy and paste clip-art from one page/location to another. To do this, select the item you wish to copy, right-click on it and select 'Copy', then right-click on the page background where you wish the new clip-art to appear and select 'Paste'.

Adding and removing pages

To add new pages to your album, select the page after which you wish the new pages to be added and click on the ➕ ('Add page') button from the 'Page & General design' buttons panel. A dialog box will appear, displaying the pre-defined page layouts. Select the layout you wish to use and click on the 'OK' button. The page will now be added to the list of pages.

Alternatively you may duplicate an existing page. Select the page you wish to duplicate and click on the 📄 ('Duplicate page') button from the 'Page & General design' buttons panel or select the 'Pages | Duplicate page' button from the main menu.

To remove a page, select the page and click on the ❌ ('Remove page') button from the 'Page & General design' buttons panel. To remove multiple pages simultaneously, hold the 'Ctrl' key down, click on the required pages and then click on the ❌ ('Remove page') button.
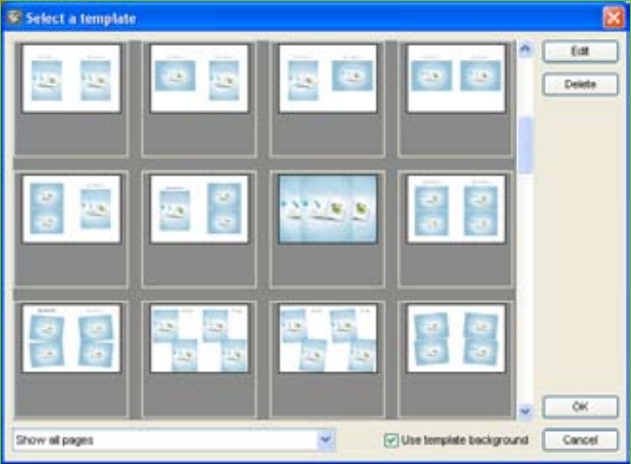
Changing the page order

To change the order of selected pages, click on the page you wish to move and then click on one of the 'Relocate page' buttons on the 'Page & General design' buttons panel (📄 - Move page forward, or 📄 - Move page backward). You may click on the button a few times until the page is placed at the desired location.

Advanced design

If you wish to design your current page more accurately by setting the exact position or size of each element on the page, click on the 🔧 ('Advanced') button from the 'Page & General design' buttons panel. The selected page will be opened in a special display window with 'grid' and 'snap to grid' options. To set an accurate size and location for a picture double-click on it and then type in the numerical values.

This option is only available to selected installations.

Zoom

If you wish to view the page on the working space in further detail, you may use the zoom options. Click on the 🔍 ('Zoom in') button from the 'Page & General design' buttons panel. The current page on the working space will increase with each click on the 'zoom in' button. The zoom level will be kept when moving on to other pages. Use the page sliders to display the part of the page you wish to see. To reduce the zoom level click on the 🔍 ('Zoom out') button. To set the zoom to an exact level you may use the 'Zoom' options from the 'View | Zoom menu'. You can set the zoom level to one of the predefined values such as 'Page size' (screen size); or to '100 percent; (print size)'; or to 'Custom' from where you can view the current zoom value in percentages and define a new zoom value.

Menu items

File Menu

New album – Opens the 'New album wizard' to create a new album order.
Open album – Opens the 'Open album' screen. Use it to open, delete or re
name an existing album order.
Delete album – Opens the 'Delete album' dialog box.
Close – Closes the current album and clears the working area.
Save – Saves the current album. The album is also automatically saved
during the editing session.
Create another
copy – creates a new album order based on the current order.
Exit – Exits the software application.

Edit Menu

Undo – Undo the last operation.
Copy – Copies the selected item (picture, text box, etc.).
Paste – Creates a new item (picture, text, etc) based on the last
copied item.
Delete - Deletes the selected item.
Copy background – Copies the background of the current page.
Paste background – Pastes the last copied background to the current page.
Paste special – Pastes the last copied item's design (frame, mask or ef
fect) to the selected item.

Paste special on all
pages – Pastes the last copied design on all the items in the al
bum pages.

Select all – selects all the items in the page.
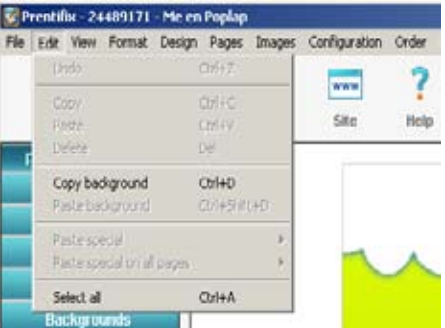
View Menu

Show album preview – Shows the final album pages in a full screen mode. You
may flip through all the pages in your album.
Show report – Shows an HTML page that includes both the thumbnails
of your pages and the order information.
Layout – selects the 'Page layout' view from the toolbox.
Clip-art – selects the 'Clip-art' view from the toolbox.
Frames – selects the 'Frames' view from the toolbox.
Masks – selects the 'Masks' view from the toolbox.
Effects – selects the 'Effects' view from the toolbox.
Backgrounds – selects the 'Backgrounds' view from the toolbox.
Zoom – Enables you to zoom in or out on the working space.
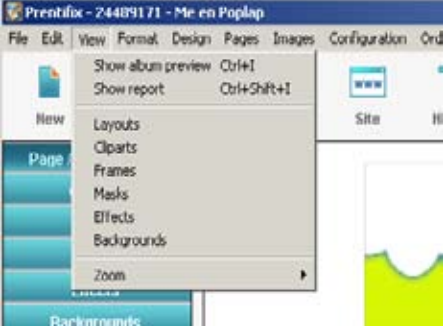
Format Menu

Image size – Changes the selected image size according to the fol
lowing options:
Original image – Undoes cropping on the selected image.
Crop image – Opens the cropping tool on the selected image.
Show full image in frame - Fits the selected image in the place holder while
keeping the original image proportions.
Crop image to frame – Fills the selected image into the place holder
(changes the image proportions to fit the place holder
proportions).
Set as page
background – sets the selected image as background for the current
page.
Align – Aligns the selected elements according to location of
the first selected element (left, top, etc.).
Make same size – Changes the size (width, height, both) of the selected
elements according to the first selected element.
Center in page – Centers the selected element(s) on the page.
Spacing – Sets equal spacing (or no spacing) between the select
ed elements.
Order – Changes the order of the selected elements on the
page relative to the other elements on the page.
Rotate – Rotates the selected element (left or right).
Flip – Flips the selected images horizontally or vertically.

## Design Menu

Frames	– Enables you to apply the selected frame to the selected image(s), or to remove the frame(s) from the selected image(s).
Masks	– Enables you to apply the selected mask to the selected images, or to remove the mask(s) from the selected image(s).
Effects	– Enables you to apply the selected effect on the selected images, or to remove the effect(s) from the selected image(s), or to apply/clear opacity for the selected image(s).
Backgrounds	– Enables you to set the background colour for the current page, set the opacity on the current page background, or clear the background from the current page.
Texts	– Enables you to add text to the current page or edit the selected text.
Clip-art	– Enables you to add clip-art from a file.
Advanced	– Opens the advanced screen for editing of the current page.

Pages Menu

Set selected layout for this page	– changes the page layout to the selected layout in the 'Page/Cover Layout' toolbox.
Display first page	– Displays the first page on the working space.
Display previous page	– Displays the previous page on the working space.
Display next page	– Displays the next page on the working space.
Display last page	– Displays the last page on the working space.
Add page	– Opens a dialog box to select a layout for a new page to be added to the album after the current page.
Duplicate page	– Duplicates the current page of your album.
Delete page	– Deletes the current page from your album.
Move page right	– Moves the current page of your album to the right.
Move page left	– Moves the current page of your album to the left.
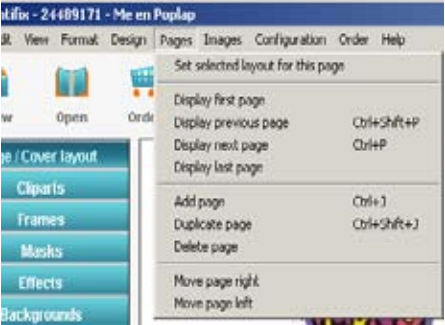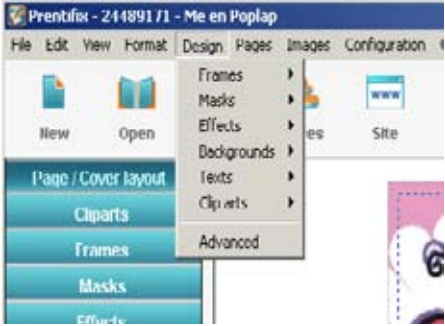
Images Menu

Add image place holder to the page	– Adds a new, empty place holder to the current page.
Add	– Opens the 'Select pictures' screen and selects new images to add to the picture list.
Remove selected images	– Removes the selected images from your album as well as from the picture list.
Remove all images	– Removes all the images from the album and from the picture list.
Rotate right	– Rotates the selected images in the picture list to the right.
Rotate left	– Rotates the selected images in the picture list to the left.

Configuration Menu

|	
Manually update files	– Select a configuration (ZIP) file that contain new prices and content definitions (products, frames, masks, effects, clip-arts and backgrounds) and update the system accordingly.
Check web for latest files	– Check the www.prentifix.co.za for price and content updates and update the system accordingly.

Order Menu

Order album	– Opens the ordering wizard for the current album.
Order another copy	– Creates a new album order based on the current order (identical to 'Create another copy' in the File menu).

Help Menu

|	
Show help	– Opens the help file.
About	– Displays information about the Prentifix software application.
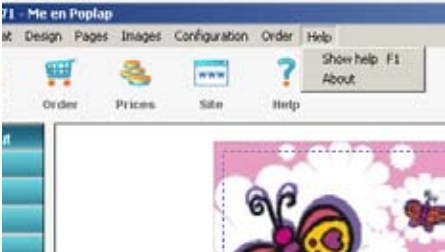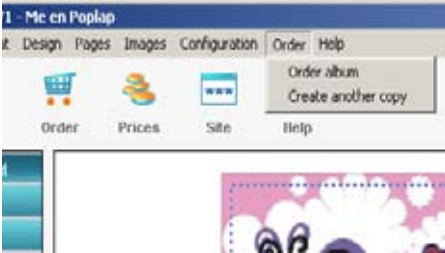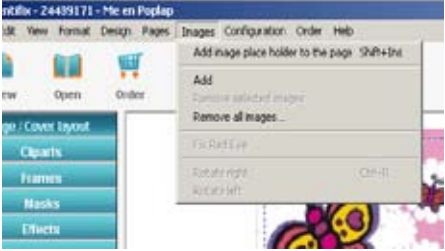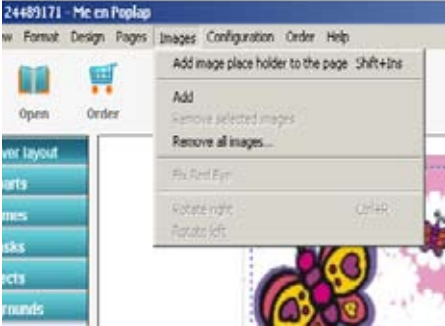
4. Ordering Process

When you have finished editing your album and wish to order it, you will need to fill in the order and shipment details and make a payment. While the album is opened in the main editing screen, click on the ▦ 'Order' button. The ordering process is done by following the prompts of the Order wizard: moving from one step to the next is done by clicking on the ➡ button at the top of the wizard screen. Moving to a previous step is done by clicking on the ⬅ button. You may view an interactive preview of the album pages during any step of the wizard by clicking on the 'Interactive preview' button.

Order wizard prompt screens:

First screen – Displays the order preview. A preview of your album pages is available on this screen in order for you to view the general look of the album. You may also view an interactive preview of your album pages by clicking on the 'Interactive preview' button.
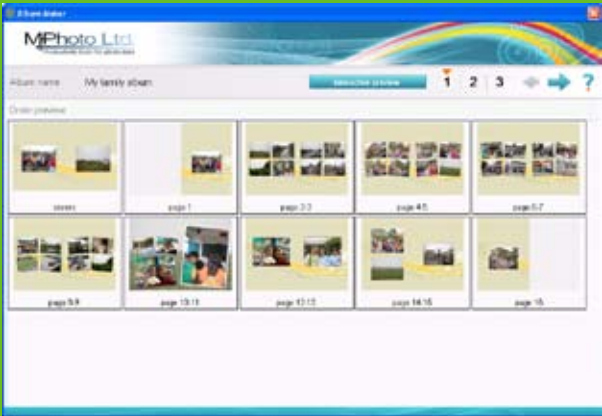
Second screen – Displays a summary of your order details. You may select a 'Cover' from the list of available covers, select a 'Finishing' method from the list, fill in your 'Comments', select the number of 'Copies' you wish to order and select the 'Colour correction' method. The colour correction price is calculated according to the number of pictures in the album.

Depending on the installation and the album type some choices may not be available. For example, 'Finishing method' is usually not available and is therefore hidden in the above screen shot.


Third screen – Select the 'File sending' method and fill in your 'Contact details'. 'File sending' enables you to decide whether you prefer to take the order to your supplier yourself or whether you wish to electronically upload the order over the internet.
Note: Electronically sending the order may take a while, depending on the album size as well as the type of internet connection you have.
Note: If for some reason the electronical upload is not enabled or it was not completed, the system will allow you to create a ZIP file from the order files and take it to your supplier yourself.

Shipment and Payment screen – According to the number of copies you have selected to order in the second screen, the system will guide you to fill in 'Copies', Shipment method' and Shipment details for your order.

In certain installations you may need to select the payment method and accordingly you will be required to fill in your credit card details on this screen. In other installations you might be directed to the shop's internet site to perform the payment. When you have completed click on the 'Order' button.
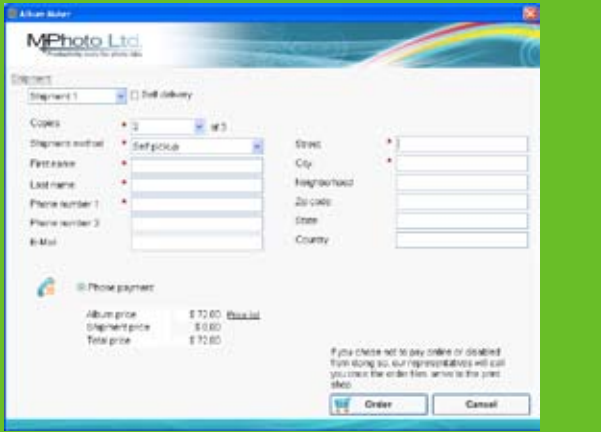
When you have completed the ordering process, a receipt will be displayed on the screen. You may also view the receipt by opening the album and selecting the 'View | Show report' from the menu. It is recommended that you print a copy of the receipt and keep it until you have received your printed order.

If you choose to take the order to your supplier yourself, a folder containing the order (Zip file) will appear after the receipt was displayed. You will need to burn this file on a CD (or copy it onto a "flash disk") and take it to your supplier.

Note: It may take a few moments for the folder with the zipped order to appear on the screen (depending on the album size). After saving the zipped folder you may close the software application or begin designing a new order.
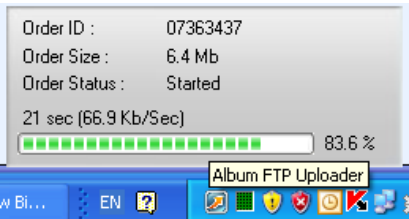

Uploading process
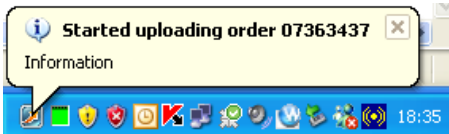
If you choose to electronically send the order, the system will start a new process to send the order to the printers. A message will appear on the bottom of the screen displaying the order number for the order being uploaded. While the upload is in progress you may close the software application or begin designing a new order.

Moving with the mouse over the 'Album FTP Uploader' icon will open a small screen giving more information on the uploading process.

Double clicking the 'Album FTP Uploader' icon will open the 'Album FTP Uploader' screen and provide further detailed information on the uploading process.
The 'Upload files' and 'Select order' buttons should only be used when you experience a difficulty or error while uploading the order. Do not use these buttons unless directly instructed to do so by Prentifix technical support.

Note: If you shut down or restart the computer during the uploading process, the 'Album FTP Uploader' process will automatically start up again when the computer is switched on again.

From the time that the order has been uploaded to the printers (or taken to your supplier) until you have received the printed album, you should follow the procedures as communicated by your software application supplier.

5. Changing and removing existing albums

You will be able to view or edit an order even if you have closed or restarted the software application in the middle of the editing process. In order for you to edit an existing album, you will need to select the 'Edit album' button from the dialog box displayed immediately after the application is started.

The following 'Open album' screen will appear:

In this screen you will need to select the album you wish to edit and then click on the 'Open' button. The dialog box will close and the selected album will be displayed on the main screen for editing. If you wish to delete an existing album, you need to select the album(s) and click on the 'Remove' button. You may also change the name of an existing album by selecting the album and clicking on the 'Rename' button.

Note: If you have already ordered an album you will still be able to edit it, although the printed album (already submitted order) will not contain the new changes. If you delete an already ordered album it will be removed from your computer, although the order you placed will not be cancelled. If you wish to make changes that will be reflected in the printed album, you will need to start the 'Reorder album' process (see details below), although the order you have already placed will not be cancelled.

Reorder album: You may order another copy of an album that you have already ordered as follows: open the album and select 'Order | Order another copy' from the main menu.
The following question will appear:
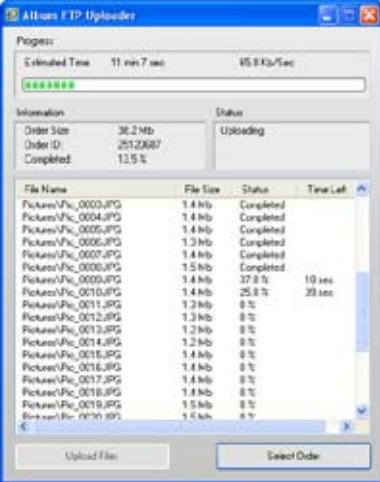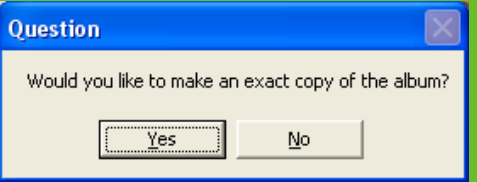
If you select 'Yes', the system will create a new order which will be exactly the same as your last order. If you select 'No', the system will display the list of album types from which you need to select your required album type. In both cases the system will display the new order on the main screen. If you do not wish to make changes to the album you may immediately continue to the ordering process (by clicking on the 'Order' button), or you may begin editing the new order and continue to the order process later.

Note: The new order will have a different order number than your original order.

6. Useful Tips

To apply a frame/mask/effect/background on all the photos in the album, right-click on a photo with the required frame and select 'Copy'. Then select the 'Edit | Paste special on all pages | frame' button from the main menu.

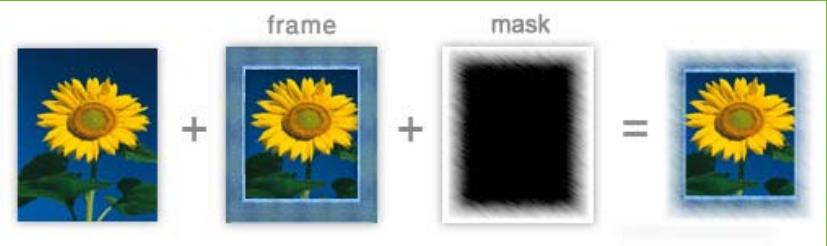Apply a mask over a dynamic frame: You can create a special effect by:

1. Selecting a dynamic frame for a photo (the first frame that allows setting the color and width of the border).

2. Applying a mask to the framed photo: The mask will be applied on the photo and on the frame.

Another example:

7. FAQ's

Question: Which types of albums can I order?

Answer: The album types are defined by Prentifix and displayed in the 'Album type selection' dialog box when creating a new album. The album types differ in size, orientation (landscape or portrait) as well as cover type.

Question: How many pages will my album contain?

Answer: When you create an album using the 'New Album Wizard', you can select the number of pages in the 'Initial page design' screen. The default number is included in the basic album price, but you can change it to any other number from the displayed options. The system will recommend the number of pages for you to select, by considering the number of photos as well as the page design you have selected. If you select more pages than the default amount the price will increase proportionally. At any stage you may add or remove pages from the main editing screen by using the 'Add page' and 'Remove page' buttons (above the pages list).

Question: Can I change a background that I have selected from the 'New Album Wizard'?

Answer: Yes. You can change any selection that you have made during the album creation process. To change a background, select the required page and click on 'Backgrounds' in the toolbox. Then drag the background you wish to use to the working space. If you want to use the selected background for all the pages in the album, right click on the background and select 'Copy background', then right click again and select 'Paste background on all pages'. For more details, see the Backgrounds section.

Question: Why are my photos cropped?

Answer: By default, the photos are cropped to fit the size of the placeholder on the page. You can change the crop by selecting a photo and clicking on the 'Fit' button on the 'Tools | General' toolbox. For more details, see the Fill, crop and arrange photos section.

Question: Can I add more photos to the album after I have created a new album with the 'New Album Wizard'?

Answer: Yes. When the album is opened on the main screen, click on the '+' button above the photo list on the right hand side of the screen, and select the photos you wish to add.

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